



# Environmental Protection Agency

## Vacancy Listing Report

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**Vacancy Number:** Reg 9-MP-2006-0061

**Vacancy Description:** Grants Specialist, GS-1101-7 / 9 / 11 / 12

# Vac/Duty Loc 1: 1, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-1101-07/12

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Vicki Lane, 415-972-3827, lane.vicki@epa.gov

**Promotion Potential:** GS-12

**Date Opened:** 4/10/06

**Date Closed:** 4/28/06

**Salary:** 40160 - 92605

### Information:

#### RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

#### WHO MAY APPLY

This merit promotion announcement is open to current permanent EPA, Region 9 employees only (including current EPA Region 9 FCIP employees).

#### LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Policy and Management Division, Grants Program, San Francisco, CA

**NUMBER OF POSITIONS:** 1 (Full-Time)

#### SALARY RANGE:

GS-07: \$40,160 - \$52,204 per annum

GS-09: \$49,124 - \$63,866 per annum

GS-11: \$59,436 - \$77,271 per annum

GS-12: \$71,237 - \$92,605 per annum

#### PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-12. The position may be filled at either the GS-7, GS-9, GS-11 or GS-12 grade levels. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-7, GS-9 or GS-11 grade level may be promoted progressively to the full performance level of GS-12 without further competition.

#### DESCRIPTION OF WORK AT THE GS-12 LEVEL

Each grant specialist for their assigned area is responsible for developing and controlling grant agreements/amendments; interpreting regulations, policies and



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procedures applicable to program offices and grantees; providing advice on or developing solutions to grants administration issues/situations; developing methods to achieve management goals when existing guidelines or regulations fail to provide a solution or where they are in conflict with each other; help develop national policy; visiting grantee organizations to evaluate their administrative systems and procedures; making audit requests, including receiving and reviewing audit reports, developing and coordinating the regional audit response, resolving audit findings with grantees and preparing responses for the action official; participating in preapplication conferences; performing cost reviews, costs analyses, subagreement reviews and related functions pertaining to grantee procurement; training regional staff and grantee staff in grants management requirements; and responding to Congressional and other inquiries. Performing other duties as assigned.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ NTEU

Medical Monitoring: NO ☐

Drug Testing: ☐ NO

Financial Disclosure: YES

Supervisory Probationary Period: NO

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Nonsensitive ☐

### QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

### SPECIALIZED EXPERIENCE REQUIREMENTS

For the GS-7 level: Met by either meeting a, b or c below:

a. Education: (A) Bachelor's degree with Superior Academic Achievement (SAA) or (B) one academic year of graduate level education.

(A) Bachelor's degree with Superior Academic Achievement (SSA). SAA is based on (1) class standing, (2) grade-point average or (3) honor society membership:

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(1) Class Standing - Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College or Liberal Arts or the School of Business Administration, based on completed courses.

(2) Grade-point average (GPA.) - Applicants must have a GPA of 2.95 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education or as computed based on courses completed during the final 2 years of the curriculum. See above OPM reference for additional guidance.

(3) Election to membership in a national scholastic honor society listed in the OPM Qualifications Handbook referenced above, Association of College Honor Societies: Booklet of Information (1992-1995), and/or Baird's Manual of American College Fraternities (1991). Consideration of any society not listed in these references must be reviewed to determine if the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

(B) Graduate education: An academic year of graduate education is considered to be the number of credit hours the school attended has determined to represent 1 academic year of full-time study. This determination is based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study; OR

b. One year of full-time experience assisting in the review of financial documents (e.g., grant applications, contracts, travel vouchers, procurements, budgets, payroll, etc.) for legal and administrative compliance. This experience must have been equivalent to work assignments typically performed by GS-5 entry level specialist; OR

c. Combination of graduate education and experience: To combine education and experience, determine the total number of full-time qualifying months of experience as a percentage of the experience required for the grade level. Then determine the qualifying graduate education as a percentage of the education required for the grade level. Applicants may qualify for this position, if the qualifying experience and education percentages add up to at least 100 percent of the total qualifications required for the position.

For the GS-9 level:

a. Education: Master's (or equivalent graduate degree such as a LL.B or J.D.); or 2 full academic years of progressively higher level graduate education leading to a master's or equivalent degree; OR

b. One full-time year of experience assisting in the preparation and

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development of financial documents such as grants, contracts, procurements, budgets, fiscal statements, payments or other comparable financial documents to determine legal and administrative compliance and manage the process. This experience must have been equivalent to work assignments typically performed by GS-7 entry level specialist; OR

c. Combination of Education and experience: Only graduate education in excess of one year (18 semester units) will be considered when combining education and experience. See combining above.

For the GS-11 level:

a. Education: Ph.D. or equivalent doctorate degree, or three full years of progressively higher level graduate education from an accredited college or university leading to such a degree; OR

b. One year of full-time specialized experience developing and preparing grant or contract documents, ensuring legal and administrative compliance, and ensuring grants or contracts are administered, monitored and closed out in accordance with policies and procedures. This experience must have been equivalent to work assignments typically performed at the GS-9 level; OR

c. A combination of education and experience. Only graduate education equivalent to a third year of progressively higher level education toward a Ph.D. will be considered when combining education and experience. See combining above.

For the GS-12 level:

One year of full-time specialized experience developing and preparing complex or unique grant documents, ensuring legal and administrative compliance, and ensuring grants are closed out properly, and experience serving as an agency representative with external groups to communicate program objectives/activities, etc. This experience must have been equivalent to work assignments typically performed at the GS-11 level

There is no allowable substitution of education for the GS-12 level.

Foreign Education: Foreign education is acceptable to the extent that it is determined to be equivalent to conventional higher education programs of U.S. institutions. Such education must meet one of the following provisions: (1) the specific courses have been accepted for college-level credit by an accredited U.S. college or university because they would be creditable if the student were to further his or her education at that institution; (2) An accredited U.S. State university reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at the State university; or (3) the education completed outside the U.S. has been submitted to a private organization that specializes in interpretation of



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foreign education credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs. The Counsel on Postsecondary Accreditation may be of some help in providing information on these organizations.

### EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

### HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Resume and application questions for this vacancy MUST be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp). Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.



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Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

### WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov). You may also call our office at (415) 972-3817

### REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.